



**City of Asheville Job Postings**  
**as of 9/7/2011 6:14:59 PM**  
**P.O. Box 7148**  
**Asheville, NC. 28802**

**Phone: (828) 259-5690**  
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**www.ashevillenc.gov**

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**Department: Administration**

**Position: Community Learning Center Site Assistant**

**Date Posted:** 9/7/2011

**Deadline:** 9/14/2011

**Weekly Hours:** 6

**Shift:** Day

**Salary:** \$10.00

**Full / Part Time:** Temporary

**Requirements** Assist and support the contract site coordinator at the Reid Community Center for the daily activities of a grant funded 21st Century Community Learning Center program. Provide administrative services including registering participants, assisting teachers in tracking student academic progress and with activities, communicating with parents/guardians, tracking facilitator hours and recording 21st Century Learning Center progress. HS/GED with a Bachelor's preferred. Experience working with youth and computer skills (Excel and Word) desired. Hours are 4:00 - 5:30 Mon - Thur. Assignment runs through academic year. Must have a valid NC driver's license and be willing and able to drive a City of Asheville passenger van.

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**Position: Energy Analyst**

**Date Posted:** 8/29/2011

**Deadline:** 9/16/2011

**Weekly Hours:** 30

**Shift:** Day

**Salary:** \$17.97

**Full / Part Time:** Temporary

**Requirements** Identify, prepare, and implement assigned recommendations for energy savings and renewable energy opportunities for municipal facilities. Create, analyze, and prepare year end, quarterly, and monthly energy and financial reports to support the implementation of sustainability initiatives and projects. Utilize energy management software to analyze monthly municipal energy use and costs. Conduct energy audits using diagnostic skills and equipment. Requires a Bachelor's degree in environmental science, engineering, business administration, public policy, or a related field and 1+ years of energy analysis experience. Must have a strong understanding of energy analysis principles and practices, energy saving techniques & equipment, MS Excel & facility energy management software (i.e. EPA's Portfolio Manager), and the ability to compile and analyze data and prepare reports. Assignment runs from September, 2011 to June, 2012.

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**Position: Risk Management Analyst**

**Date Posted:** 9/7/2011

**Deadline:** 9/14/2011

**Weekly Hours:** 37.5

**Shift:** Day

**Salary:** \$21.01 - \$25.21

**Full / Part Time:** Full Time

**Requirements** Perform a variety of professional and technical program assistance work to support the activities of the Risk Management Department. Process and file a variety of automobile, accident, personal injury, and worker's compensation claims. Responsibilities include investigating claims, authorizing claim payments, and monitoring insurance records and bonding requirements. Will supervise the work of a Risk Management Specialist. Requirements: Bachelor's degree in business administration, risk management, or a related field, 5+ years risk experience, considerable knowledge of risk management, claims, insurance, and operational policies and procedures relative to public risk management and worker's compensation. Prefer NC Licensed Adjustor and/or other insurance/risk designations including CPCU, ARM, or RMPE.

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**On-Call: No guaranteed hours, based on Department needs**      **Temporary: Short term**  
**Variable Shift: Days, P.M., or combination**      **Variable Hours: Schedule subject to change**

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**Position: Sustainability Outreach Specialist****Date Posted:** 8/29/2011**Deadline:** 9/16/2011**Weekly Hours:** 37.5**Shift:** Day**Salary:** \$15.28**Full / Part Time:** Temporary

**Requirements** Plan and implement marketing, communication and behavior modification campaigns for the sustainability program focusing on city staff and the general public. Design, write, edit, and produce marketing materials, press releases, brochures, videos, powerpoints, and newsletters. Develop and implement social media marketing & outreach efforts utilizing website content, facebook, twitter, youtube, and blogs. Advocate sustainability concepts within the organization and serve as a catalyst to produce cultural change integrating sustainability and environmental values. Research, write, and apply for funding opportunities. Requires a Bachelor's degree in marketing, public relations, communication, or education and 1+ year experience in developing marketing campaigns, promotions, and outreach programs. Must have working knowledge of MS Office Suite of Products, Adobe Acrobat and Illustrator, Anamato, and Design Pro. Assignment term is Sept, 2011 - Sept, 2012.

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**Department: Civic Center****Position: Labor Crew Supervisor I****Date Posted:** 9/7/2011**Deadline:** 9/27/2011**Weekly Hours:** 40**Shift:** Varies**Salary:** \$12.69 - \$14.89**Full / Part Time:** Full Time

**Requirements** Supervise a crew preparing for Asheville Civic Center for events. Will work a variety of nights and weekends depending on event scheduling. Responsibilities include set up and take down of tables and chairs, event clean up, and interacting with co-workers, customers, and promoters. Fun, fast paced environment! HS/GED and 3+ years of responsible maintenance and construction experience; including supervisory experience and basic computer skills.

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**Department: Human Resources****Position: Compensation & HRIS Analyst****Date Posted:** 9/2/2011**Deadline:** 9/23/2011**Weekly Hours:** 37.5**Shift:** Day**Salary:** \$22.06**Full / Part Time:** Full Time

**Requirements** Analyze, develop, and implement compensation programs for the City of Asheville ensuring that they are fair, competitive, equitable, and aligned with city-wide goals and objectives. Administer the compensation plan, conduct and participate in market studies, and make recommendations regarding salary market adjustments. Prepare a variety of reports, spreadsheets, graphs, and correspondence regarding compensation data. Process and submit necessary forms and records for personnel actions pertaining to city employees. Oversee the HRIS by managing implementation and utilization, and by providing analysis and support to leverage HRIS solutions to meet the needs of HR and other users of the HRIS.

Requirements include a Bachelor's degree in Human Resources, Public Administration, or a related field, 2+ years of related experience in compensation and HRIS, and knowledge of the accepted methods and practices of administering compensation programs. Supervisory experience preferred.

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**Position: Physician Assistant/Nurse Practitioner****Date Posted:** 6/13/2011**Deadline:** 9/16/2011**Weekly Hours:** 20**Shift:** Day**Salary:** \$35-\$40**Full / Part Time:** Part Time

**Requirements** Examine, evaluate, treat & manage acute and chronic illness, injuries, and occupational exposures for city employees, retirees, and non-pediatric dependents in our on-site Employee Health Clinic. Order, monitor, and interpret lab, diagnostic, and therapeutic procedures, prescribe medication, counsel and educate patients regarding diagnoses, treatments, preventive measures and recommended lifestyle modifications. Focus is on wellness and treatment of a variety of episodic and chronic health conditions in an extremely busy healthcare facility. Work with the City's chronic disease management program, The Asheville Project®, which includes treatment of patients diagnosed with diabetes, hypertension, asthma, hyperlipidemia, and depression.

Requirements: NC "Physician Assistant - Certified" designation or NC Licensed Nurse Practitioner, 2+ years of experience with primary care, excellent deductive and inductive reasoning skills, and a strong customer service focus. Occupational health care experience is highly preferred! 20 hour/week benefitted position

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**Department: Parks & Recreation****Position: Motor Equipment Operator II - Park Maintenance****Date Posted:** 8/29/2011**Deadline:** 9/9/2011**Weekly Hours:** 40**Shift:** Day**Salary:** \$10.96 - \$12.31**Full / Part Time:** Full Time

**Requirements** Maintain the city's beautiful parks and recreation areas. Mow parks and right of ways, perform athletic field maintenance tasks, and landscape public areas. Requirements include a NC Class "B" CDL or higher and 1+ years of commercial equipment experience operating lawn and landscape equipment. Heavy equipment operation skills are a plus!

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**Department: Police****Position: Police Officer Trainee 9901668****Date Posted:** 6/27/2007**Deadline:****Weekly Hours:** 40**Shift:** Rotate**Salary:** \$31,117**Full / Part Time:** Full Time

**Requirements** Responsible for performing protective services work as either a non-sworn officer-in-training or a newly sworn officer-in-training for the City of Asheville. Duties and skill abilities include successfully attending BLET training, completing Field Training with a police officer, patrolling the city, answering complaint calls, assisting citizens, investigating and securing crime scenes, apprehending or citing violators or suspects. Applicant must be 20 years of age or older, be a US citizen, have a valid NC operator's license, and have a minimum of 60 curriculum semester hours. Applicants with 30 semester hours and/or 3 years of military or civilian law enforcement can be considered for employment if they agree to an education contract. Must be able to successfully complete the state certification process to include a background examination, truth verification examination, physical examination and psychological examination.

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**On-Call:** No guaranteed hours, based on Department needs      **Temporary:** Short term  
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## Department: Public Works

### Position: Laborer I - Sanitation

**Date Posted:** 6/7/2011

**Deadline:** 9/9/2011

**Weekly Hours:** 40

**Shift:** Day

**Salary:** \$10.27

**Full / Part Time:** Full Time

**Requirements** Work with a great team making Asheville sparkle! Lift and load brush/trash/household items. Fresh air opportunity to work a 4 day work week - Mon thru Thurs 7:00 a.m. to 5:30 p.m. Must have a high school diploma or GED, be able to lift heavy loads, and possess a NC driver's license.

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### Position: Motor Equipment Maintenance Operator

**Date Posted:** 9/1/2011

**Deadline:** 9/16/2011

**Weekly Hours:** 40

**Shift:** Day

**Salary:** \$12.69

**Full / Part Time:** Full Time

**Requirements** Operate large equipment including backhoes, loaders, dozers, excavators, and rollers with a focus on the operation and maintenance of an asphalt milling machine. You will also use a variety of hand tools including jack hammers, whacker plates, tamps, and other asphalt equipment and complete daily work logs. Street maintenance duties will include storm control. The employee must be able to work effectively in all kinds of weather. A completed road is the reward of a job well done! Requirements include: A Class "A" CDL, experience operating and maintaining a milling machine, and 3+ years experience in the operation of a variety of heavy equipment. Hours are 7:00 - 5:30 Mon-Thurs.

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### Position: Motor Equipment Operator II - Sanitation

**Date Posted:** 6/3/2011

**Deadline:** 9/9/2011

**Weekly Hours:** 40

**Shift:** Day

**Salary:** \$12.31

**Full / Part Time:** Full Time

**Requirements** Perform back-up driver responsibilities for a Rear Packer Sanitation Truck, collect brush and miscellaneous curbside trash, and provide routine preventative maintenance of equipment (checking and filling fluid levels & greasing as necessary) . With demonstrated driving successes and as opportunities arise, you may qualify as a regular route driver. Requirements include: HS/GED, at least 1 year of experience in sanitation and in the operation of heavy motorized equipment, possession of a valid Class "B" CDL issued by the State of North Carolina, the ability to lift heavy loads and master collection routes, and/or any equivalent combination of training and experience required to perform the essential position functions. Hours are 7:00 a.m. to 5:30 p.m., 4 days/week. Prefer experience driving a rear packer or solid waste collection truck.

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## Department: Water

**Position:** Water Plant Supervisor

**Date Posted:** 8/29/2011

**Deadline:** 9/16/2011

**Weekly Hours:** 40

**Shift:** Day

**Salary:** DOQ

**Full / Part Time:** Full Time

**Requirements** Oversee the operations & maintenance of a water treatment plant for the City. Act as Operator in Responsible Charge (ORC) for the state of NC water system & plant operation. Train, schedule, & supervise plant personnel, coordinate state & federal compliance monitoring, conduct public tours, prepare reports, and inspect inventories. Ensure propriety of methods and techniques used to collect and analyze data. Bachelor's Degree in biology, chemistry, environmental studies or a related field; and 6+ years plant operations experience, including supervisory experience. Possession of Class "A" Surface Certification for Surface Water Treatment and Physical/Chemical Wastewater Operator Certification issued by North Carolina. Backflow and Cross-Connection Inspector Certification desirable. Computer skills, possession of a valid driver's license issued by the State of North Carolina required.

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